

# **DEFAULT WORK SCHEDULE**

# DCDS LOG ON

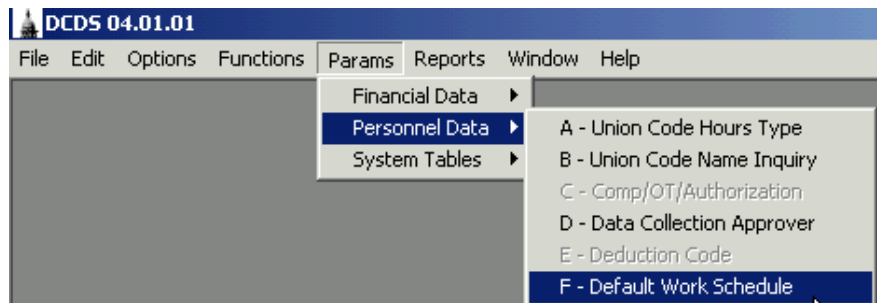


**User ID** --- is preset for you and is always your last name and first initial, unless there is more than one individual in State Government with your last name and first initial; then it would be your last name and first initial and a number. Examples: DOEJ or DOEJ1

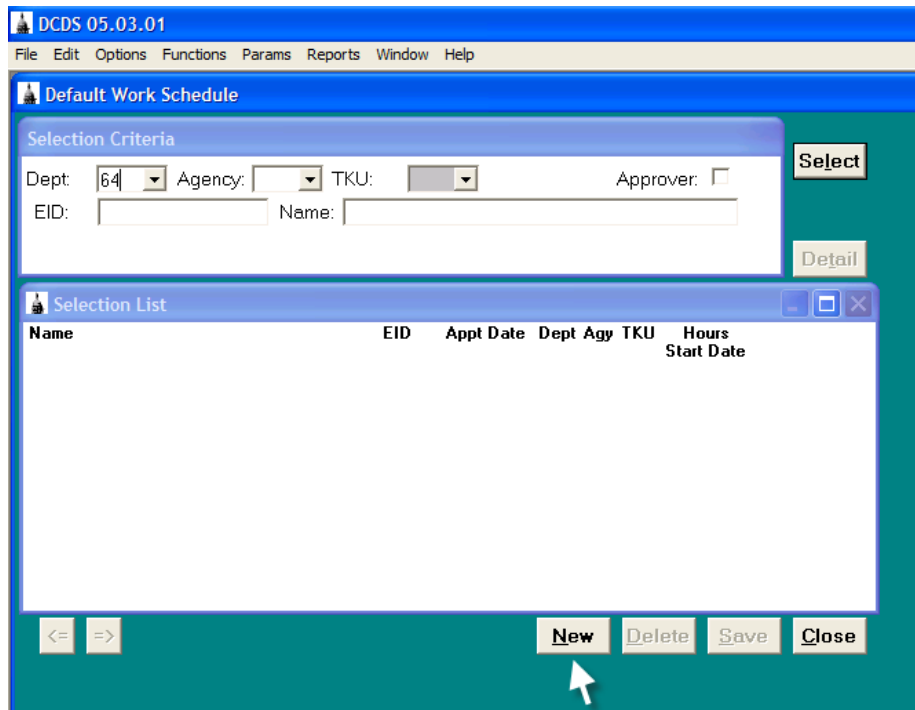
**Password** --- The first time you log on to DCDS your password will be MAINDCDS. This password will only allow you to log in to DCDS once, so the first thing you will do in DCDS is to change your password to one of your choice. The password must contain a least 6 but no more than 20 characters. It can be either alpha or numeric, but must start with an alpha character. Passwords expire every 45 days.

# SETUP DEFAULT WORK SCHEDULE

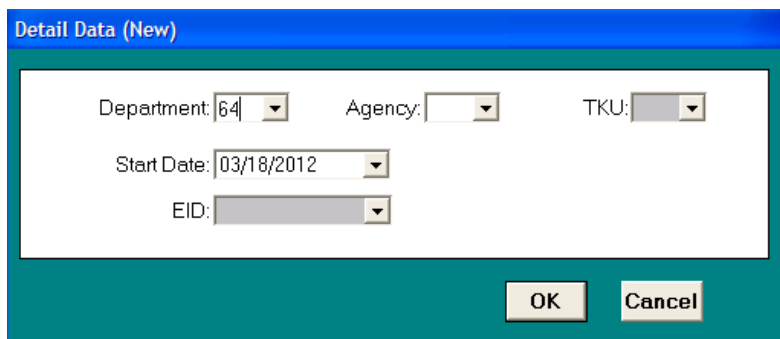
1. On main menu: Click on **Params.** Move cursor to **Personnel Data**, then click on **Default Work Schedule** (Letter F).



2. Click on **New** button at bottom of the screen



3. Dept. defaults in for you. Enter in Agency, TKU, select Start Date, and Employee ID # and then click on **OK**.



4. A **Detail Data** window appears on the lower portion of the screen. The hours type REG1 will default in for you.

**Detail Data**

Name: Doe, John R.      Start Date: 3/18/2012      Modified By:  
 EID: 000000      End Date: 12/31/2222      Modified Date:

| Hours Type | Sum Total | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | PP Total | Tax Group |
|------------|-----------|---|---|---|---|----|---|---|---|---|---|---|----|---|---|----------|-----------|
| REG1       |           |   |   |   |   |    |   |   |   |   |   |   |    |   |   |          |           |
|            |           |   |   |   |   |    |   |   |   |   |   |   |    |   |   |          |           |

Totals:

5. Tab through and enter the hours to be worked Monday thru Friday for both weeks.

**Detail Data**

Name: Doe, John R.      Start Date: 3/18/2012      Modified By:  
 EID: 000000      End Date: 12/31/2222      Modified Date:

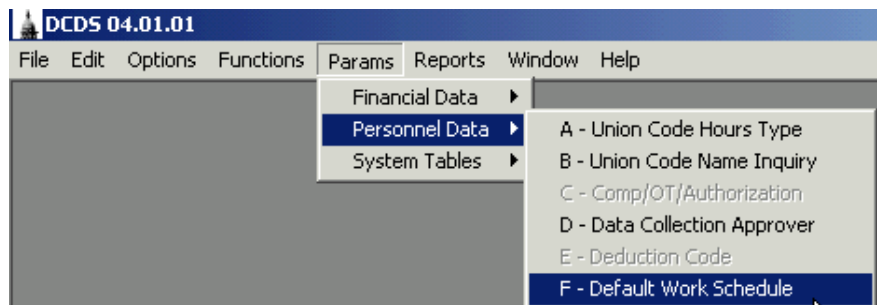
| Hours Type | Sum Total | S | M   | T   | W   | Th  | F   | S | S | M   | T   | W   | Th  | F   | S | PP Total | Tax Group |
|------------|-----------|---|-----|-----|-----|-----|-----|---|---|-----|-----|-----|-----|-----|---|----------|-----------|
| REG1       |           |   | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 |   |   | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 |   | 80.0     |           |
|            |           |   |     |     |     |     |     |   |   |     |     |     |     |     |   |          |           |

Totals:                      8.0   8.0   8.0   8.0   8.0                      8.0   8.0   8.0   8.0   8.0                      80.0

6. Click on the **Save** button.
7. If you have more than one employee to enter a default work schedule for, repeat steps 2 thru 6.

# CHANGING DEFAULT WORK SCHEDULE

1. On main menu: Click on **Params**. Move cursor to **Personnel Data**, then click on **Default Work Schedule** (Letter F).



2. Selection criteria: Dept. defaults in for you. Enter Agency and TKU, then click on the **Select** button. The selection list will appear in the lower portion of the screen.

The screenshot shows the DCDS 05.03.01 application window titled 'Default Work Schedule'. It features a 'Selection Criteria' section with input fields for Dept (64), Agency (01), TKU (070), and an Approver checkbox. Below these are fields for EID and Name. To the right of the criteria are 'Select' and 'Detail' buttons, with a mouse cursor pointing at the 'Select' button. Below the criteria is a 'Selection List' window containing a table with the following data:

| Name        | EID    | Appt Date  | Dept | Agy | TKU | Hours Start Date |
|-------------|--------|------------|------|-----|-----|------------------|
| Doe, John R | 000000 | 10/24/2004 | 64   | 01  | 070 | 02/22/1998       |

At the bottom of the window are navigation buttons: '<=' and '>=' on the left, and 'New', 'Delete', 'Save', and 'Close' on the right.

- Highlight the employee whose default work schedule you wish to change and click on the **Detail** button.

DCDS 05.03.01

File Edit Options Functions Params Reports Window Help

**Default Work Schedule**

**Selection Criteria**

Dept: 64 Agency: 01 TKU: 070 Approver: ☐

EID: Name:

Select

Detail

**Selection List**

| Name        | EID    | Appt Date  | Dept | Agy | TKU | Hours Start Date |
|-------------|--------|------------|------|-----|-----|------------------|
| Doe, John R | 000000 | 10/24/2004 | 64   | 01  | 070 | 02/22/1998       |

<=> New Delete Save Close

- The **Detail Data** window appears on the lower portion of the screen. Make necessary changes to hours and/or hours types and then click on the **Save** button.

DCDS 05.03.01

File Edit Options Functions Params Reports Window Help

**Default Work Schedule**

**Selection Criteria**

Dept: 64 Agency: 01 TKU: 070 Approver: ☐

EID: Name:

Select

Detail

**Selection List**

**Detail Data**

Name: Doe, John R Start Date: 2/22/1998 Modified By:

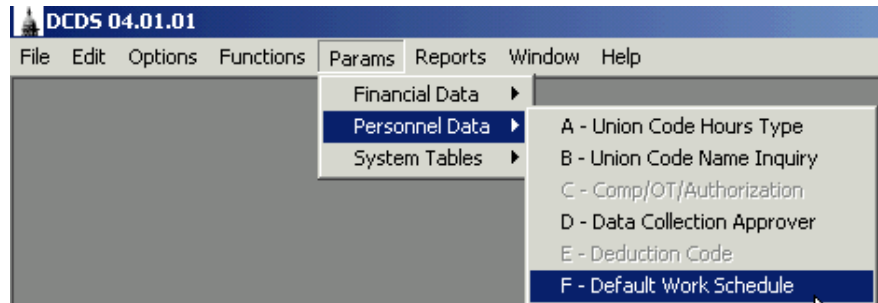
EID: 000000 End Date: 12/31/2222 Modified Date:

| Hours Type     | Sum Total | S | M   | T   | W   | Th  | F   | S | S | M   | T   | W   | Th  | F   | S | PP Total | Tax Group |
|----------------|-----------|---|-----|-----|-----|-----|-----|---|---|-----|-----|-----|-----|-----|---|----------|-----------|
| REG1           |           |   | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 |   |   | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 |   | 80.0     |           |
|                |           |   |     |     |     |     |     |   |   |     |     |     |     |     |   |          |           |
| <b>Totals:</b> |           |   | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 |   |   | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 |   | 80.0     |           |

<=> New Delete Save Close

# DELETING DEFAULT WORK SCHEDULE

1. On main menu: Click on **Params**. Move cursor to **Personnel Data**, then click on **Default Work Schedule** (Letter F).



2. Selection criteria: Dept. defaults in for you. Enter Agency and TKU, then click on the **Select** button. The selection list will appear in the lower portion of the screen.

The screenshot shows the DCDS 05.03.01 'Default Work Schedule' screen. The 'Selection Criteria' section includes dropdown menus for Dept (64), Agency (01), and TKU (070), along with an Approver checkbox. Below these are input fields for EID and Name. A 'Select' button is highlighted with a white arrow. Below the criteria is a 'Selection List' table with columns: Name, EID, Appt Date, Dept, Agcy, TKU, and Hours Start Date. The table contains one entry: Doe, John R, 000000, 10/24/2004, 64, 01, 070, 02/22/1998. At the bottom right, a 'Detail' button is also visible. Navigation buttons (<=, =>) and action buttons (New, Delete, Save, Close) are at the bottom.

| Name        | EID    | Appt Date  | Dept | Agcy | TKU | Hours Start Date |
|-------------|--------|------------|------|------|-----|------------------|
| Doe, John R | 000000 | 10/24/2004 | 64   | 01   | 070 | 02/22/1998       |

3. Highlight the employee whose default work schedule you wish to delete and click on the **Detail** button.

This screenshot is identical to the previous one, showing the 'Default Work Schedule' screen with the 'Selection List' table containing the entry for John R. Doe. In this view, a white arrow points to the 'Detail' button located at the bottom right of the 'Selection List' area.

| Name        | EID    | Appt Date  | Dept | Agcy | TKU | Hours Start Date |
|-------------|--------|------------|------|------|-----|------------------|
| Doe, John R | 000000 | 10/24/2004 | 64   | 01   | 070 | 02/22/1998       |

4. The Detail Data window appears on the bottom portion of the screen.
5. Be sure that the Hours type is highlighted and click on the **Delete** button on the bottom of the screen. Make sure to delete all the hours types if there are more than one.

DCDS 05.03.01

File Edit Options Functions Params Reports Window Help

Default Work Schedule

Selection Criteria

Dept: 64 Agency: 01 TKU: 070 Approver: ☐

EID: Name:

Select

Detail

Selection List

Detail Data

Name: Doe, John R Start Date: 2/22/1998 Modified By:

EID: 000000 End Date: 12/31/2222 Modified Date:

| Hours Type | Sum Total | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | PP Total | Tax Group |
|------------|-----------|---|---|---|---|----|---|---|---|---|---|---|----|---|---|----------|-----------|
| REG1       | 80        |   |   |   |   |    |   |   |   |   |   |   |    |   |   | 80.0     |           |
|            |           |   |   |   |   |    |   |   |   |   |   |   |    |   |   |          |           |

Totals: 80.0 80.0

<=> New Delete Save Close

6. Click on the **Save** button.



# HELPFUL HINTS FOR DEFAULT WORK SCHEDULES

**Default Work Schedule Start Dates** --- Start date for a new employee is always the first Sunday of the pay period the employee is on payroll.

**Do not enter default work schedules for the following:**

- PI's (Job Shares are not considered PI's)

- Student Assistants

- Per Diems

- Monitors and Proctors